

- [Close Window](#)
- [Print This Page](#)
- [Expand All](#) | [Collapse All](#)

**PD-26516****PD Information**

PD Number	660Y096	Master	<input type="checkbox"/>
Position Title	Building Manager	Cloned from Master	<input type="checkbox"/>
Servicing HR Office	Region 06	Standard	Regional
Service/Staff Office/Region	PBS	Owner	
PD Status	Active	Series	1176
Pay Plan	GS	Supervisory Status	Supervisor or Manager (2)
Grade	13	FPL	GS-13
Position Status	Competitive Service (1)	FLSA	Exempt
I/A	Yes	Competitive Level	S001
Position Sensitivity	Non-sensitive (1)	Financial Statement	OGE-450
Drug Test	Position does not require drug test (L)	Occupational Category Code	Administrative (A)
Public Trust Indicator	Level 5 - Moderate Risk (5)	Keywords	Cybersecurity Data Element Code 00
Legacy - Classified By		Capstone Official	<input type="checkbox"/>
Classified By		Classified On	11/29/2012
Vacancy Announcement Number		Job Analysis Attachment	<input type="checkbox"/>

**Description**

## Description

**This position description is designated with a Cybersecurity Data Element Code 00, based on requirements in the Special Cybersecurity Workforce Project, OPM Memorandum dated 7/8/13. (National Classification Center – 09/04/15)**

PD# 660Y096  
Building Manager, GS-1176-13

NCC review 11/29/2012. non sensitive, moderate risk, opm tier level 2.  
MBI/SF85P

**NATURE AND CONTROLS:**

As a GSA Assistant Building Manager, is responsible to assist the Building Manager (BM) in the direction, coordination and supervision of Service Center activities as described below and which are within the responsibility of the BM.

Under the direct supervision of the BM and within prescribed contracting and

funding limitations, has broad responsibility and authority to manage GSA-controlled space within the assigned area, including government-owned, -leased and -delegated space in accordance with applicable federal laws and regulations and GSA policy, as well as applicable local laws and ordinances. Assumes primary responsibility for service delivery and customer satisfaction within assigned area of responsibility in the absence of the Building Manager.

The Assistant BM works largely independently, without day-to-day direct supervision. Assists the BM in interpreting technical guidance and implementing GSA policy through the development and execution of his/her own management plans.

In the absence of the BM, interacts independently with other Managers in PBS, typically at the Branch Chief level.

Supervises a number of employees in various occupational series.

#### **DUTIES PERFORMED:**

**OPERATIONS & MAINTENANCE:** In the absence of the BM, directs all aspects of the operation of GSA buildings, including maintenance of mechanical and elevator equipment, janitorial services, recycling, and solid and hazardous waste management, to maximize the life of buildings and building equipment while providing a safe, comfortable, and healthy environment for tenants. Supervises GSA workers and manages GSA contracts to deliver the full range of services to tenants as required by the FPMRs. Is also directly responsible for operations and maintenance in one or more buildings within the Service Center. Generally is responsible for the most technically challenging or politically sensitive facility in the Service Center.

Assists the BM on a daily basis in all areas of the program as stated herein.

**REPAIRS AND IMPROVEMENTS:** In the absence of the BM, directs the repairs and improvements of GSA buildings and equipment to sustain continuity of government operations and extend the useful life of buildings, thereby improving the asset value and fulfilling public laws and national GSA policy. Regularly inspects buildings and equipment, determines necessary repairs, prepares scopes of work and specifications, obtains proper funding, executes repair projects, including inspection and acceptance of work, using either his/her own contracting authority or through the Service Center.

Responsible for coordination of all construction work in GSA-controlled space, including projects executed by the Design and Construction Division and by tenants under a delegation. Responsibility includes coordination with AE's, COR, CO, project managers, contractors, and tenants to ensure that projects are completed safely and in no way diminish the physical plant asset. Has authority to stop any construction work in buildings under his/her control which endangers the safety of federal employees, contract workers, or the public, or threatens to interrupt the continuous delivery of vital services such as heat, AC, power, etc. to the tenants.

Assists the BM on a daily basis in all areas of the program as stated herein.

**LEASE ADMINISTRATION:** Assists the BM regarding responsibility for full lease administration of all nondelegated leases and for oversight of delegated leases to protect GSA's interests, protect the value of the leasehold asset, ensure proper

compliance with the terms of the lease, and ensure that the government receives full value for the rent. In the absence of the BM, is authorized to inspect leased spaces and to issue cure notices to lessors and to correct unsafe conditions or other service delivery problems.

**CONTRACTING:** Assists the BM with the management of all direct contracting in assigned facilities as Contracting Officer, COR or supervisor of CO to insure full compliance with procurement regulations and procedures. Warrant authority up to \$150,000 for service and construction contracts and unlimited subject to contract terms for FSS schedules. Serves as Contracting Officer's Rep for administration of service and construction contracts awarded by others. At the direction of the BM is responsible to ensure that the terms and conditions of the contracts are fully carried out, that adequate inspections and documentation is completed and that the government receives full value for its payments. Authorizes payments and deductions on service and construction contracts. May be directly assigned by the BM part or all duties as described herein.

**CONCESSIONS/SPECIAL PROGRAMS:** In the absence of the BM, manages all on-site concessions, including GSA-operated cafeterias, snack bars, concession stands, and public telephones. Performs regular inspections to ensure compliance with applicable laws and regulations and acceptable cleanliness and hygiene standards. Manages parking in GSA-controlled space in accordance with FPMRs. Manages the Living Buildings Program in GSA-controlled spaces. Is primary local GSA official during Presidential emergencies, with direct support relationship to FEMA.

Assists the BM on a daily basis in all areas of the program as stated herein.

**DELEGATIONS:** Assists BM where delegated buildings are assigned and is responsible with the BM for oversight of the delegated agencies' facility management to ensure continuity of the value of the asset, compliance with applicable federal laws, and regulations providing a safe and healthful environment for federal workers, contractors, and the public.

Assists the BM on a daily basis in all areas of the program as stated herein.

**CUSTOMER/TENANT RELATIONS:** Assists the BM in maintaining constructive contacts with representatives for federal agencies; acts as a tenant advocate for agencies housed in government-owned and -leased space, judges, Members of Congress, and other public officials. Serves as GSA interface with community groups, and associations. Obtains continuous feedback from customer agencies to ascertain the level of service provided. Makes adjustments in response procedures and service delivery methods as necessary to enhance and improve customer service. Represents GSA on Service Center issues. Provides information and counseling on doing business with GSA to the general public and local officials.

Assists the BM on a daily basis in all areas of the program as stated herein.

**PHYSICAL DEMANDS:** The work of an Assistant Building Manager requires:  
- Periods of sitting, standing, walking, climbing ladders and stairs, and traversing through tight spaces in mechanical equipment rooms.

- vision abilities for close reading of written materials, equipment dials and gauges, and ADP equipment, and distance reading for inspecting building facades, equipment, roofs, and architectural features, etc.
- possession of a valid driver's license and driving motor vehicles for long distances to visit buildings throughout the geographic area of the Service Center.
- occasional exposure to uncomfortable working conditions such as extreme heat, cold, or floods during response to emergencies, and extended overtime during such emergencies.

#### SUPERVISORY RESPONSIBILITIES:

In conjunction with the Building Manager, is responsible for all personnel management programs and issues concerning subordinate staff, including labor and union relations, training, hiring and merit promotion, disciplinary actions, appraisal, incentive awards, and other personnel actions.

#### KNOWLEDGE REQUIRED

Mastery of the PBS mission, organization, operating requirements and strategic/performance goals to develop and execute the most complex real property transactional matters/projects/solutions issues and concurrently, recommending methods for enhancing efficiency of program success by adapting existing or evolving new business approaches and/or technology tools; to function as a technical authority/consultant on key Agency projects and/or customer relationships; and to resolve project/portfolio issues that affect and ultimately shape PBS policies.

Comprehensive knowledge of the mission, function and organization of GSA and the Public Buildings Service, with an emphasis in project/real estate/property management. Thorough knowledge of substantive program operations within PBS, technical expertise and specialization within varying program activities, and an understanding of the interrelationships between program operations.

Knowledge of the principles, methods, or tools for developing, scheduling, coordinating, and managing projects and resources, including monitoring and inspecting costs, work, and contractor performance, including quality assurance and requirements analysis. Knowledge of the principles, methods, and tools of quality assurance and quality control used to ensure a product fulfills functional requirements and standards. Knowledge of the principles and methods to identify, analyze, specify, design, and manage functional and infrastructure requirements, includes translating functional requirements into technical requirements used for logical design or presenting alternative technologies or approaches.

Knowledge of the techniques, processes and procedures established within the Agency for managing designated PBS projects or portfolios of projects, including the formulation of plans and programs required in connection with the development, acquisition, design, construction, operation and management of real property, in order to promote the best interests of the Government.



Knowledge of a variety of business/industry techniques intrinsic to project management including:

business process reengineering - knowledge of methods, metrics, tools, and techniques of business process reengineering; capital planning and investment assessment - knowledge of the principles and methods of capital investment analysis or business case analysis, including return on investment analysis, and risk management - knowledge of methods and tools used for risk assessment and mitigation of risk.

Knowledge of various types of contracts, techniques for contracting or procurement, and contract negotiation and administration, including the knowledge of the principles of acquisition planning sufficient to develop and implement a plan to procure a multiyear design/build or construction program involving successive program stages and contract administration techniques sufficient to administer contracts and monitor contractor performance throughout all phases of assigned projects.

Knowledge of laws, legal codes, court procedures, precedents, legal practices and documents, Government regulations, Executive orders, Agency rules, Government organization and functions, and the democratic political process to manage major Federal projects.

Knowledge of the objectives of individual projects and their relationship to total PBS programs in terms of time and cost performance; conformance with standard GSA real property and space management policies and objectives; achievement of specific goals and milestones; and as reflected in knowledge of the GSA's mission and functions, and how its social, political, and technological systems work and operates effectively within them; this includes the programs, policies, procedures, rules, and regulations of the organization.

Knowledge of resource allocation models, cost/price analysis, the time value of money, present value concepts, and financial management to develop cost and personnel budgets for assigned projects; to plan, administer, and monitors expenditures to ensure cost-effective support of programs and policies, and to assess the financial condition of the customer organization or specific project resource needs.

Knowledge and ability to plan and organize the activities of various personnel within other PBS Divisions and/or contractor personnel, to assure conformance with agreed upon schedules and project plans; ability to accomplish work effectively through others and to maintain cooperative work relationships among all parties concerned with the project, in order to achieve appropriate and timely support and to reconcile divergent viewpoints.

Ability to apply a wide range of qualitative and quantitative analytical techniques to solve a range of project problems or issues that arise in the course of project management through the development of recommendations and reasoning ability to identify rules, principles, or relationships that explain facts, data, or other information; analyze information and make correct inferences or draws accurate conclusions.

Ability to operate effectively as a senior member of a project team as reflected by the ability to inspire, motivate, and guide others toward goal accomplishments and to foster commitment, team spirit, pride and trust.

Expert ability to communicate both orally and in writing, as demonstrated by facilitation, coordination and meeting skills; sound customer relationship skills; and the ability to prepare comprehensive recommendations in differing formats to all levels of audiences in both formal and informal settings.

Expert knowledge of transaction management as a business process and how that is interrelated to the ongoing operational processes of requirements development and solutions development to ensure solutions executed meet GSA and customer business goals and objectives.

#### **Factors:**

##### **FACTOR 1: PROGRAM SCOPE AND EFFECT: 1-3: 550 PTS.**

The work involves planning, managing, and providing building services to a diverse group of client agencies housed in buildings under the incumbent's control. The incumbent utilizes a wide range of property management and contracting methods to respond to client requirements.

Services provided have a direct impact on the efficient and effective operation and maintenance of GSA-owned or leased buildings and on the program objectives and long-range goals of client agencies. The resultant safe and comfortable work environment further impacts upon the ability of client agency personnel to provide required services and to effectively accomplish their mission.

##### **FACTOR 2: ORGANIZATIONAL SETTING: 2-1: 100 PTS.**

The incumbent reports directly to a position two levels below the first SES position.

##### **FACTOR 3: SUPERVISORY & MANAGERIAL AUTHORITY EXERCISED: 3-2C: 450 PTS.**

As an Assistant Building Manager, with wide latitude for the exercise of independent judgment, is responsible for the direction and supervision of a

variety of building activities. These activities take place in the General Services Administration owned and operated buildings and in other federally operated facilities in the field office area.

Duties are performed under the general direction of the Building Manager who evaluates performance on soundness of judgment in making decisions for the success of programs. The majority of the most controversial issues and/or significant problems are resolved independently of supervisory assistance, since these situations require on-the-spot program decisions generated by ongoing field office operations and requirements. The incumbent operates with full technical authority and decisions are normally accepted without significant review. Position carries out the full range of supervisory duties as described in this factor level.

Supervision includes: planning workload for immediate subordinates; establishment of policies and standard operating procedures; making decisions on work problems as they arise and are presented; giving advice; counsel and instructions; hearing complaints; effecting disciplinary actions; coordinates scheduling of leave; completing annual performance appraisals for immediate subordinates. Selects and promotes for direct subordinate positions and reviews and approves selections for all other field office positions. Develops or arranges for the training of subordinate personnel as required. Incumbent ensures that the EEO policies of the General Services Administration are adhered to.

#### FACTOR 4: PERSONAL CONTACTS

Sub factor 4A - Nature of Contacts: 4A-3: 75 PTS.

Personal contacts within GSA include: architects, engineers, estimators, various service providers, energy management and craft personnel, telecommunications specialists, auditors, legal counsel, and technical specialists. Outside contacts include property managers, legal counsel, industry officials, construction contractors, local government officials, Congressional staff, Judges, tenants and other key Federal agency personnel. Contacts are also with executive level contracting and other officials of major defense contractors or national officers of employee organizations; regional or national officers or comparable representatives of trade associations, public action groups, or professional organizations of national stature.

Sub Factor 4B - Purpose of Contacts: 4B-3: 100 pts.

Contacts are typically initiated to communicate with and understand tenants' and client agencies' needs related to the provision of property management services and activities; negotiate and settle a variety of difficult service issues and/or leasing problems; provide guidance, consultation and project oversight to GSA or contract personnel; and to influence, motivate or question persons or groups to provide, accept and abide by the terms of contracts, leases or agreements related to various property management issues and services. Frequently the parties involved express conflicting objectives, which requires the employee to exercise a significant degree of persuasion, diplomacy, and tact.

FACTOR 5: DIFFICULTY OF WORK DIRECTED: 5-7: 930 pts

The base level of work supervised is GS-12.

FACTOR 6: OTHER CONDITIONS: 6-5: 1225 PTS.

Supervision and oversight at this level requires significant and extensive

coordination and integration of a number of important projects or program segments of professional, scientific, technical, managerial, or administrative work comparable in difficulty to the GS-12 level. Supervision involves major recommendations which have a direct and substantial effect on the organization and projects managed.

Total points: 3430.

**Evaluation:**

**Reference:** Position Classification Standard for Building Management Series, GS-1176 dated 09-92; General Schedule Supervisory Guide dated 04-98.

**Title and series:** Building Manager, GS-1176.

**Grade:** 3430 points are allocated which results in a grade level of GS-13 (3155-3600).

**Classification:** Building Manager, GS-1176-13.

**Additional  
Description**

Created By

11/29/2012 7:04 PM

Last Modified By

9/4/2015 1:49 PM

**PD History**

**9/4/2015 1:49 PM**

User

Action **Changed Description.**

**11/29/2012 7:04 PM**

User

Action **Created.**

Copyright © 2000-2016 salesforce.com, inc. All rights reserved.